

TRANSMITTAL SLIP		DATE
TO: OS Registry		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

10 SEP 1984

OS PRIORITY

FILE ~~OPM-3~~  
Rog-TCR:OPM-BE  
CR:BLD-3

MEMORANDUM FOR: Deputy Director of Personnel

STAT FROM: [redacted]

Director of Security

STAT SUBJECT: Headquarters Compound Parking Policy

REFERENCE: Memo for DD/Personnel from [redacted]  
DDO/LA/RR, dated 9 Aug 84; subject: In  
Search of Excellence--Help for the Harried,  
Forgetful EmployeesSTAT 1. The problems and possible solutions to certain vexing  
parking citations noted in [redacted] memorandum have been  
closely examined by the Physical Security Division. The  
proposal to have the Federal Protective Officer on patrol check  
via radio the status of an offending vehicle, while having  
merit on the surface, has serious security [redacted]  
ramifications due to the ease of hostile monitoring of such  
transmissions. Perhaps in the future, when the Security Duty  
Office/Federal Protective Office (SDO/FPO) radio net is  
provided with a data encryption capability, this proposal will  
be feasible.STAT 2. The other half of this particular proposal would be  
the computer listing by license tag of all parking permits  
issued for the Headquarters Compound. This would facilitate  
the rapid determination of whether the offending vehicle was  
authorized to park but had failed to properly display the  
required permit. The Chief, Headquarters Operations,  
Maintenance and Engineering Division, Office of Logistics  
(C/HOME/OL) noted that currently all reserved and handicap  
space allocations are listed in a computer data file. The  
extension of this to include all parking permits would, at this  
time, place a considerable burden on the office responsible for  
such control. [redacted] suggested, however, that perhaps the  
Office of Data Processing (ODP) could develop a data base  
capability where information could be entered and updated  
directly from the Office or Directorate level. This would  
allow components to share the administrative load as well as  
maintain currency of permit issuance data in the system.  
Further pursuit of such a proposal is believed to be a matter  
between OL and ODP. This will be pursued by the Chief,  
Physical Security Division.

OS 4 5722

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

3. The 24-hour delay alternative suggested in paragraph 3 of [redacted] memorandum has been made a matter of routine office procedure. Henceforth any individual who receives a ticket for failure to display a permit and who then presents himself or herself to the Security Duty Office or Federal Protective Service Office in the Headquarters Building within 24 hours will be permitted to document the reason(s) for this type of infraction. An apparently valid reason, i.e., left permit in another vehicle or just forgot to lower the visor, will be grounds for the administrative removal of the citation in question. This procedure, for obvious reasons, cannot be made a matter of public pronouncement, but will be handled as cases are raised.

STAT

4. I have attached a brief note to [redacted] expressing my personal thanks for her astute observations and to note that we are hopeful of modifying the parking regulations and procedures to accommodate her suggestions regarding the computer listing of permits.

STAT



Attachment

STAT

OS/PTAS/PSI [redacted] 31 Aug 84)

Distribution:

Orig - Adse  
1 - D/Security  
① - OS Registry  
1 - PSD Subject  
1 - PSD Chrono

ADMINISTRATIVE - INTERNAL USE ONLY

Attachment

10 SEP 1984

STAT

MEMORANDUM FOR: [REDACTED]  
Chief, Reports and Requirements Staff  
Latin America Division, DDO

STAT

FROM: [REDACTED]  
Director of Security

SUBJECT: Headquarters Compound Parking Procedures

STAT

[REDACTED] brought to my attention your memorandum concerning the Headquarters Compound parking procedures. I want to assure you that I share your concerns regarding efforts to ameliorate the administrative burdens that tend to tax and stress our daily lives as Agency employees. Your suggestion concerning a computer data base that lists all authorized permit holders is well conceived. I have asked members of my staff to explore this further with the Office of Logistics who administers the parking permit program. Perhaps such a system is feasible within existing resources. Again, please accept my thanks for your interest.

STAT

[REDACTED]

cc: DD/Personnel

STAT

OS/PTAS/PSI [REDACTED] (31 Aug 84)

Orig - Adse  
1 - DD/P  
1 - D/Security  
① - OS Registry  
1 - PSD Subject  
1 - PSD Chrono

OS 4 5722/1

ADMINISTRATIVE - INTERNAL USE ONLY

Reference

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

"IN SEARCH OF EXCELLENCE"

WOW:

STAT	FROM: [REDACTED]	EXTENSION	NO.	STAT
STAT	Deputy Director of Security (P&M) 4E-60, Hqs.			8/15/84
	TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED      FORWARDED		
1.	ADD/PTAS	17 Aug 1984	J	D/Sec [REDACTED] has seen.
2.	C/PSD	17 Aug	B	D/Sec [REDACTED] has not seen.
3.	C/HSC	8/20	A	D/Sec [REDACTED] has been briefed.
4.	C/PSD	22 Aug	B	D/Sec [REDACTED] has not been briefed regarding the attached.
5.	<del>C/PSD/PTAS</del>	23 AUG 1984		
6.	ADD/PTAS	23 AUG 1984		Please follow and brief as you see fit.
7.	DD/P&M			[REDACTED] is a close neighbor and I know that he will be asking the D/CS for his reaction - early on. I suggest that you either prepare a formal response for the signature of [REDACTED] or provide some solid talking points. Over to you.
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10.				
11.				
12.				
13.				
14.				
15.				

## ROUTING AND RECORD SHEET

STAT

STAT

STAT

SUBJECT: (Optional)

In Search of Excellence

FROM		EXTENSION	NO.
Deputy Director of Personnel			
TO: (Officer designation, room number, and building)		DATE	DATE
DD/Pu m 15		RECEIVED	FORWARDED
OFFICER'S INITIALS			
1.	D/OS		
2.			
3.			
4.			
5.	DD/OP		
6.			
7.			
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11.			
12.			
13.			
14.			
15.			
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)			
Bill:			
Are you interested in pursuing "Excellence?"			
Att			

84-3079

9 August 1984

STAT

MEMORANDUM FOR: [REDACTED]  
Deputy Director of Personnel

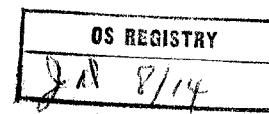
STAT

FROM: [REDACTED]  
DDO, C/LA/RRSUBJECT: In Search of Excellence--Help for the Harried,  
Forgetful Employees

There is nothing more demoralizing than to leave the office at 7:30 (or even 6:00), drag across the parking lot and discover a ticket on you windshield because you forgot to display your parking permit. While I recognize that it is a privilege to have a parking pass and that said pass comes with certain responsibilities, I do not believe forgetfulness (as opposed to unlawfulness) should be so heavily penalized. For example, if we forget our lights, someone kindly tries to contact us. Failing that, we come out to a dead battery and the Agency provides the wonderful service of a jump start by the tow truck. Actually, some hardnoses could say we deserve a dead battery because we forgot the responsibility of turning off the lights. If the Agency is so helpful regarding forgetful employees and dead batteries, why not give a helpful hand regarding forgetting to display the permit.

Recommendation

It is suggested that the license numbers of all employees with parking permits be fed into a computer. All the computer needs is the license number, the lane in which the car is allowed to park, the reserved space number, or whether it is a carpool or general parking in the given lane. No names need be included in the computer, [REDACTED] The patrol guard could call the license into the dispatch office and the dispatcher could check the computer. If the employee is illegally parked, he would be given a ticket. If the employee is forgetful but legally parked, he would get a preprinted notice reminding him to display his permit.



If for cost or other reasons the foregoing is not feasible, then maybe the guards can hold the tickets until close of business the following day to allow forgetful employees to come to the guard office with a statement certified by the designated control officer in a given component that the employee was legally parked. At that time the ticket would be destroyed.

STAT



PRIORITY

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Headquarters Compound Parking Policy

Form No.  
1 Dec 56

160 Use Previous Editions

(13)

STAT  
STAT  
STAT

FROM:	<i>PJ</i>		EXTENSION	NO.
C/Physical Security Division				
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. ADD/PTAS		<i>9/31</i>	<i>D</i>	
2. DD/PGM		<i>9/6/84</i>	<i>D</i>	
3. DD/Security		<i>9/7</i>	<i>D</i>	
4. D/Security		<i>10 SEP 1984</i>	<i>K</i>	4. Attached are two memos for your signature.
5. <i>ILLEGIB</i>		<i>10 SEP 1984</i>		
6.				
7.				
8.				
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10.				
11.				
12.				
13.				
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